



**STATE OF MAINE
COMMISSION ON PUBLIC DEFENSE SERVICES**

**Janet T. Mills
Governor**

**Jim Billings
Executive Director**

AWARD NOTIFICATION LETTER

December 18, 2024

Shannon McKinnon, Esq.
FordMurray
48 Free Street
Suite 300
Portland, ME 0410

SUBJECT: Notice of Conditional Contract Award under RFP #202410181
Immigration Law Consultation for Indigent Criminal and Juvenile Cases

Dear Attorney McKinnon,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Commission on Public Defense Services for Immigration Law Consultation for Indigent Criminal and Juvenile Cases. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- FordMurray

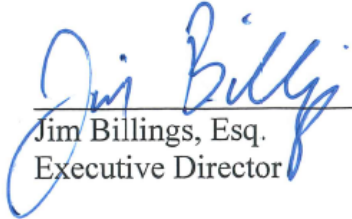
The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,



Jim Billings, Esq.
Executive Director

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Jim Billings, Esq.
Executive Director

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410181

RFP TITLE: Immigration Law Consultation for Indigent Criminal and Juvenile Cases

BIDDER: Shannon McKinnon, FordMurray

DATE: 11/25/2024

SUMMARY PAGE

Department Name: Maine Commission on Public Defense Services

Name of RFP Coordinator: Eleanor Maciag

Names of Evaluators: Eleanor Maciag, Darcy Fisher, Jim Billings, Barbara Taylor

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|-------------------------|-----------------------|
| Section I. Preliminary Information (Eligibility) | | |
| • Licensed member of the Maine bar | X | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Organization Qualifications and Experience | 40 | N/A |
| Section III. Proposed Services | 35 | N/A |
| Section IV. Cost Proposal | 25 | N/A |
| <u>Total Points</u> | <u>100</u> | <u>N/A</u> |

There was only one Bidder that submitted a proposal in response to this RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410181

RFP TITLE: Immigration Law Consultation for Indigent Criminal and Juvenile Cases

BIDDER: Shannon McKinnon, FordMurray

DATE: 11/25/2024

**OVERVIEW OF SECTION I
Preliminary Information**

| |
|------------------------------------|
| |
| Section I. Preliminary Information |

Evaluation Team Comments:

Attorney Shannon McKinnon is a licensed Maine attorney in good standing.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410181

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DATE: 11/25/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | 40 | N/A |

Evaluation Team Comments:

Attorney McKinnon has practiced immigration law since 2004. Her qualifications are exemplary.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410181

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DATE: 11/25/2024

**EVALUATION OF SECTION III
Proposed Services**

| | <u>Points Availabl e</u> | <u>Points Awarde d</u> |
|--------------------------------|----------------------------------|--------------------------------|
| Section III. Proposed Services | 35 | N/A |

Evaluation Team Comments:

The services to be provided are consistent with the RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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**EVALUATION OF SECTION IV
Cost Proposal**

| Lowest Submitted Cost Proposal | | Cost Proposal Being Scored | x | Score Weight | = | Score |
|-----------------------------------|--|-------------------------------|----------|------------------|----------|-------|
| 117,000 | | | x | 25 points | = | |

Evaluation Team Comments:



**STATE OF MAINE
Maine Commission on Public Defense Services**

**Janet T. Mills
Governor**

**Jim Billings
Executive Director**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202410181**

RFP TITLE: Immigration Law Consultation for Indigent Criminal and Juvenile Cases

I, Jim Billings, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Commission on Public Defense Services I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:
Jim Billings
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12/9/2024

Signature

Date



STATE OF MAINE
Maine Commission on Public Defense Services

Janet T. Mills
Governor

Jim Billings
Executive Director

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202410181

RFP TITLE: Immigration Law Consultation for Indigent Criminal and Juvenile Cases

I, **(print name at right)** Darcy Fisher accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Commission on Public Defense Services I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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Signed by:

Darcy Fisher

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11/25/2024

Signature

Date



STATE OF MAINE
Maine Commission on Public Defense Services

Janet T. Mills
Governor

Jim Billings
Executive Director

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202410181

RFP TITLE: Immigration Law Consultation for Indigent Criminal and Juvenile Cases

I, Eleanor Maciag accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Commission on Public Defense Services I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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Eleanor Maciag
Signature

11/25/24
Date



STATE OF MAINE
Maine Commission on Public Defense Services

Janet T. Mills
Governor

Jim Billings
Executive Director

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202410181

RFP TITLE: Immigration Law Consultation for Indigent Criminal and Juvenile Cases

I, Barbara Taylor, Esq. accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Commission on Public Defense Services I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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Signed by: Barbara Taylor 11/25/2024
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Signature Date